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An executive officer of one of the state departments, as he goes about over the state, sometimes calls at the public libraries to see if the reports of his department are on file. He has made some discoveries that are not wholly flattering to the libraries. At one place, when the documents were called for, it was reported after a fifteen minute search in the basement, that they had not been received. Unfortunately for the librarian, the man made inquiry at the State Library on his return to Indianapolis, and found that those same reports had been receipted for by the librarian in question. In a good many other libraries the documents were not to be had. These reports are on a subject that is as much in the minds of reading people nowadays as any subject that could be thought of, and should be in every library, no matter how small or how crowded. There are few documents of this kind, and not a great many that the very small library should give shelf room. But one might expect that those that are received would be catalogued and treated in every way as if they really were books, and the State Librarian ought certainly to be notified not to send the documents that are not wanted.

The Library Occurrent contains in this issue the first half of an article on Indiana state documents, written by the legislative refer-

ence librarian. He has made no effort to say just what any library should have, the object being rather to describe each series in such a way that the librarian may know what it pretends to do, and thus be able to decide for herself what will be useful in her library.

The Commission has recently sent out to public libraries the statistical blanks for 1910. Daily, monthly and annual blanks are included. All are to be used and retained in the library except one of the two annuals. This should be filled out and returned to the Commission at once if the fiscal year has closed since June, 1909, and immediately after the close, if it will come between now and June. The report should cover the fiscal year of the library reporting, regardless of the calendar year, or of the fiscal year of other libraries.

The blanks for the annual report from institutional and school libraries will be sent out at different times to different institutions, an effort being made to have the blank reach the library just before the end of the fiscal or school year.

In making up the forms for use in the public libraries, an attempt has been made to simplify everything just as much as possible, and yet to include all essentials. We are aware of the fact that many librarians have very little to do with the financial side of their libraries. Perhaps this ought not be true, but whether they manage the finances of their libraries or not, they should by all means know and have on record what money is coming in, and for what it is being spent. The monthly and the annual blanks have space for such records. All these blanks were prepared by the Commission in cooperation with a committee of the Indiana Library Association, which made many suggestions. Further suggestions for the improvement of the forms will be received gladly at any time.

THE PUBLIC DOCUMENTS OF INDIANA.

Public documents are issued primarily for public use and their value depends upon the extent to which the public actually uses them. They are issued as office records and for educational purposes. For the former purpose they might remain open for public inspection in the files of the office from which they are issued, or at least the number of volumes published and distributed might be kept at a minimum for public use. For educational purposes, however, the issuance of public documents should be limited only by the demand. If any document is not used for educational purposes in a degree commensurate with the cost of publication it is not good public policy to print and distribute it. The balance must be held evenly to determine the relative value of material to be printed as public documents, but if it serves an educational purpose all demands should be supplied and every effort made to give it the widest possible circulation.

A like careful discrimination must be made by the librarian in selecting documents. Not all are of use in every library. Again it must be a question of relative values. The limited space in most public libraries prevents the accumulation of more than a small per cent. of the documents issued, and it is needless to add that the ones selected should be the best. The librarian should, however, be familiar with all public documents of the city, state and nation in order that these sources of information may be supplied if the desired documents are not at hand.

There are few economic, political or social questions upon which light is not thrown by some document of the city, state or federal governments. The librarian misses a chance to be a force for good government and better social and economic conditions if she is not familiar with these documents. There is a popular belief that public documents are dry and uninteresting. Strangely enough this view is too often held by librarians themselves. Hence the neglect which the public documents have suffered. They are often treated as so much junk and stored away in inaccessible places. As a matter of fact, public documents are usually clear, well written, and contain material which can not be obtained from any

other source. The public officer is in a fortunate position to know the field in which he is engaged. He is at the source of information. He knows the problems; he knows the demands which are made upon him; and he knows, too, the difficulties of administration. From his experience and observation he is able to give careful, unbiased reports. Who, for example, in the state has information concerning charities at all comparable with the secretary of the State Board of Charities, or of health conditions, comparable with the secretary of the State Board of Health? We might go down the whole list of public officials with the same conclusion that the public officer is in a position to know best the condition of the field in which he works. The public document is or should be the exposition of this knowledge to the public.

The expansion of government activities into fields hitherto unknown has made the public documents indispensable to the man who desires to be an intelligent observer of public affairs.

This paper is written to describe the public documents of Indiana in the belief that their value is not fully appreciated and that a description will serve to increase interest among the people who are in the position to bring these reports to the attention of the general public. It is frankly a plea for better government through the medium of a clearer knowledge of the governmental activities of the state.

Not all of the documents are of general or absorbing interest except to the special student, but there are some state documents which should be on the shelves of every public library in the state; not only that, but they should be used as much as possible for reference work in order to acquaint the public with their character. Some of the reports are of enough general interest to create their own demand if the public is only brought into contact with them; others are sources of information about which the public knows little. The librarian has an important function to fill as an educator in opening up the public documents for wider usefulness. In this way, too, there will be a reaction upon the officials. When they once know that their reports are of wide interest and that they are used, commended, and

criticised all over the state, there will be a striving for better, more educational reports. The public officer owes it as a duty and will fulfill it if the people show an intelligent interest in his work.

The state documents are published separately. Some of the reports are later bound together in the documentary journal, but of late this unnecessary duplication of publication seems to be going out of favor and the number has been cut to the minimum. The documentary journal does not contain all of the reports. Some of those which are most educational are omitted and published only in separate form. It is in this form that they attain the widest usefulness. Such only as are deemed useful may be selected by the librarian, and they are more easily lent to the public.

With these general statements concerning the use of public documents we may proceed to consider the separate reports. They may be divided according to our general classification of the powers of government, into legislative, executive and judicial documents.

The published legislative documents consist of the journals of the house and senate, legislative bills, rules of the two houses, the legislative and state manual, the report of the legislative committee, and special reports made from time to time.

The journals are the records of proceedings of the general assembly and are indispensable in tracing the history of any legislation. But it is not merely as a record of proceedings that they are valuable. In them may be found the messages of the governor and other communications received by the general assembly, reports of committees and special commissions, and various special documents.

The legislative bills are printed when reported favorably by committees. It is to be hoped that for educational purposes as well as to promote good legislation, the legislature will some day determine to print all bills on their introduction and provide means by which libraries, newspapers and individuals in any part of the state may upon the payment of a small fee receive copies of all bills introduced.

The printed rules which contain also the state constitution may be readily secured, and

their use in debating and literary societies should be encouraged.

The legislative and state manual prepared by the state librarian is primarily a source of information concerning the legislators. It gives full information about state and local offices, and an historical register of all former officials. The constitution of the state and rules of both houses are included.

The legislative committee is appointed by the governor after each biennial election to visit the institutions of the state and report to the legislature upon their needs and the needs of the offices of the state. This is an attempt to get at a scientific basis for appropriations. The value of the report is therefore evident. A legislative committee with power to take a comprehensive view of the needs of the state institutions and the whole state service is in a position to adjust fairly the problem of appropriations. The report sums up the needs of each institution and office, compares it with the requested appropriation and makes its recommendations. This is practically the only committee of its kind in the country. Special legislative reports are not frequent in Indiana. We have very few committees or commissions working through the recess of the legislature such as are found in other states. Where such committees are appointed for a specific purpose their reports are of the greatest value because they represent a careful inquiry of a particular field. Special committees are frequently appointed during the session to report on questions before the legislature. These reports are included in the journals.

The foremost executive documents of the state are the messages of the governor. It would be safe to say that an impartial history of the best political thought of Indiana could be written from the files of the biennial and special messages of the chief executive. The governor is intimately in touch with the conditions of the state; all sources of information are open to him; and his messages briefly but convincingly sum up the whole situation. His recommendations for legislation invariably point the way to better conditions. These messages are found in the senate and house journals and are also published separately.

The annual report of the auditor of state is largely a matter of records. The financial transactions of the state are here set forth. Inasmuch as the evidence of the success or failure of the people's business is found in the financial records, this report is valuable for reference purposes. The auditor of state has supervision of insurance companies, state banks, and building and loan associations. Information is given in the report concerning the affairs of all the companies doing business in these lines, taken from the reports from the companies. The proceedings of the tax commission are also published in this report.

The information contained in the biennial reports of the secretary of state is practical and helpful for reference work. The report gives a complete list of state and county officers and an historical register of state officers from the beginning of statehood. Statistics of population, voters' enumeration, and the complete election returns by counties are given. The records of pardons, requisition of criminals, incorporation of new companies and increase of capital stock are set forth. A detailed report of the state's printing is appended. For useful statistical information this report fills a big place.

The treasurer's report is merely a summary of the financial operations of the state. It duplicates in part the information in the report of the auditor of state.

The attorney-general is the legal adviser of the officers of the state and the prosecuting attorney for the state. His report is entirely legal and yet of great practical interest to the general public. The report gives a record of the cases in which the state is a party and sums up the points decided in such cases. In the course of his work the attorney-general finds many defects in the laws. The remedies for these defects are set forth in the report for the use of the legislature. Practical questions arise in every office of the state government in the interpretation of the law. These are referred to the attorney-general. In the larger part of these cases his opinion is final, for his interpretation is accepted. It thus happens that to know the law one must be familiar with the opinions of the attorney-general. These are published in the biennial report.

The report of the superintendent of public instruction touches the most important phases of life. The administration of the educational affairs of the state places the superintendent in an ideal position to determine the needs of the schools. An experienced educator in so fortunate a position to observe every phase of the educational system and charged with duties which make his observations intensely practical, is able to make a report which does credit to the state. Indiana is justly credited with one of the foremost school systems of the country. The superintendent's report, therefore, is analyzed with interest in many states. It is a summary of educational progress and a prophet of future tendencies. The scope of the report may be judged from the contents of the last biennial report. It contains the superintendent's summary of the conditions of education in the state, a lengthy review of the school legislation in recent years, a complete description of the schools of Indiana, a review of compulsory education, consolidation and centralization of rural schools, industrial education, education of colored children, school sanitation and architecture, work of the department, examination and licenses, and statistics of the school system. A thousand pages devoted to these subjects and based on authority are ample evidence of its usefulness.

Two other elective officers of the state produce reports of a scientific educational character, namely, the state geologist and the chief of the bureau of statistics. The primary purpose of these two offices is educational. To each, however, has been attached certain administrative duties. Thus the geologist appoints the state mine inspector and deputies and the natural gas supervisor, and the state statistician has charge of the state free employment bureau and licenses private employment bureaus.

The report of the geologist is on the natural resources of the state, the soils, minerals, clays and stone which go to make up the natural wealth of the state. The soil survey of the state is reported by counties from year to year as completed. Special studies of mineral industries and other natural resources prepared by experts are given from

time to time. The state mine inspector's report is included in this report and also that of the natural gas supervisor.

The bureau of statistics is the census bureau of the state. The report is one of the most valuable for general reference concerning Indiana of all the reports. It is divided into four parts, social, economic, agricultural, and industrial statistics. This report should be on the shelves of every public library in the state. To enumerate the subjects upon which information may be found in it would be to enumerate the whole field of statistics covered in the four subdivisions of the report. Marriage, divorce, crimes, churches, finances of the state, counties, cities and towns, agriculture, industries and a summary of the industrial activities of all the towns of the state are some of the features contained.

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(To be Continued.)

RELATIONS OF LIBRARY WORK TO RURAL BETTERMENT.

(Reprinted with slight omissions from New York Libraries, January, 1910.)

My approach to this subject is from the country life and agricultural side rather than from the library side.

The subject is important because of its own status, something like one-third of all our people living on the farms and about one-half in the country. It is also important because of the influence of rural civilization on urban civilization. Cities have not yet been able to sustain and perpetuate themselves; they must draw from the rural side. The subject is important also because the country people constitute the balance force or middle wheel of society, lying between the working men on the one hand and the capitalists on the other. Both poles of our civilization tend to go violently to the extreme, whereas the persons who are anchored in the land exercise a conservative and controlling force.

We are to approach this rural problem not

as missionaries or from the point of view of philanthropy or charity, or with the expectation that our efforts should constitute an "uplift." We must approach the question rationally, for the purpose of understanding it and taking it up as a piece of constructive public work, thinking of it as a contribution to human welfare in general. So far as possible, we should work through the resident and native forces rather than to impinge ourselves on the situation from without. The whole effort of the enterprise must be to help the people to help themselves.

The agencies or institutions through which a program for country life development may proceed are several. I mean to catalogue them merely for the purpose of letting you see the relation of library work to the whole.

1. There must be governmental protection for agricultural interests and more or less control of them. This work is represented by the state departments of agriculture.

2. There must be agencies that search for new knowledge. These are experiment stations.

3. There must be educational agencies. The common schools scarcely touch the problems of country life, but in the future they must do so. The colleges of agriculture are really setting out a new type of work in education in the United States. The extension work is of the following general kinds, among others: correspondence; surveys of the agricultural conditions; inspection of farms, orchards, dairies, creameries, and the like; nature study and other work in the schools; reading courses; and the beginning of a movement to establish local agents who will be to the agriculture of the region what the teacher is to the education, or the minister to the religion.

4. Many kinds of organizations are exerting great influence in shaping rural civilization, and other organizations not yet definitely engaged in this work will enter the field. You are acquainted with the excellent social work of the grange. Farmers' clubs of many kinds, business men's associations, and the like, can do much to further the interest in country life.

5. The rural church holds a distinct responsibility to develop the general social welfare of its community. The church must realize

its social obligations as well as its religious obligations, and it must receive more attention than it has received during the past generation.

6. The rural libraries, using that term broadly, also carry a responsibility in respect to the development of country relations. The libraries must realize their social and educational obligations and become consciously a part of a scheme for rural betterment. The particular part that the libraries can contribute is an educationalized reading habit.

But working alone, however effectively the work may be done, the libraries can not go far toward solving the rural problem. They must tie themselves up with institutions that are engaged in developing the agricultural and rural conditions. There are very many agencies and institutions that in one way or another are contributing to a better country life, but they are too scattered and are working too independently and remotely from each other to enable them to accomplish the results to which their efforts entitle them. There is need of more united effort.

I am sure that librarians must get away from their bondage to books if they are going to help the rural situation. (I said that I was not speaking from the librarian's point of view.) Books are not the only means of developing the reading habit; and with the great majority of people they are not the first means to be used.

I mean that librarians must escape from their formal library methods and must not look on libraries as museums. I take it that a library is not merely a place where books are kept for persons to read if they choose to read them. The library must propagate its ideas and its work as actively as any other institution or organization.

If the reading habit is to be developed in country districts, the rural library should have a reading room which would be in the nature of a social center. The library should organize clubs until it becomes an organism with its organs entrenched in a community and all of them responsive and alive. If the rural library is to be an educational institution, as I think it should, it must have a progressive, constructive and dynamic program. We have not yet begun to develop a public imagina-

tion on the scope and possibilities of library work.

The rural library must work with all live colleges of agriculture. It can not reach the problem unless it does. It should be a distributing agency or center for the publications of the colleges and experiment stations and for other institutions that stand for agricultural development, as well as for the distribution of publishers' books and periodicals. I can picture to myself a rural library so alert as to give advice to its constituency as to where and how it may get into touch with the new methods and discoveries. A very simple series of short lectures or talks throughout the community would tend enormously to develop the reading habit. It would be easy to secure officers from colleges of agriculture and other institutions to give talks on specific rural subjects with the particular aim of awakening an interest to read the best articles and books on the subject.

The colleges of agriculture are now beginning to establish reading courses and reading clubs. They ought not to be obliged to do this work. Some kind of reading organizations lying in the communities themselves should afford the means through which the good new agricultural literature may be put directly into the hands of the people. If there were good reading clubs and centers associated with the rural libraries, there would be no need for colleges of agriculture to develop reading courses.

If the libraries confine themselves to the ordinary literary kind of reading and to the customary methods, no matter how perfectly they are organized or how carefully the work is carried on, they will never be able to reach the problem of country life.

It is often said that the literature of the experiment stations and the colleges of agriculture is unreadable. There is much truth in this criticism. On the other hand, it must be remembered that it is impossible to put even the simplest scientific statement into the terms of novel literature or newspaper literature. One can never write of nutrition in the terms of fiction or of narrative. That is to say, we must develop a new reading sense in order that the people may be able to read the new country life literature. I hold that

it is the duty of the rural library to aid in developing this reading sense.

It is scarcely to be expected that the agricultural colleges or the experiment stations can themselves perfect agencies to reach the people as effectively as good local organizations could do. They are necessarily concerned primarily with the discovery of fact and with statements from the scientific point of view. If there were effective rural reading centers, these centers would exert a very marked influence in suggesting the kind of literary treatment that should be given scientific publications to make them adaptable to the needs of the people. If rural libraries were active and dynamic reading centers, they would in my estimation soon cause the revolution of experiment station literature. This literature needs the test of actual reading under wise guidance. I am willing to go further and to say that no single agency could so reshape rural literature in general and of all kinds, as an active system of organized rural reading work with a strong extension motive.

The rural libraries are wholly missing the field and are unaware of their opportunities. I would like to see the name "rural library" given up and "rural reading" or some other title substituted; and we must put such enterprises in charge of persons who have had much more training than a library school alone can give them. The persons who do this work must be well grounded in a knowledge and appreciation of country life conditions.

I have now briefly sketched a point of view. Where the money and persons are coming from to do this work I do not know; but I know that the need exists. We must apply to the problem a constructive imagination.

L. H. BAILEY,

Director, State College of Agriculture, Ithaca, N. Y.

The Commission would like to receive copies of everything printed by the libraries of Indiana. Book lists and bulletins, and little advertising circulars are always suggestive and of considerable interest.

TOWNSHIP EXTENSION.

The work of township extension, in Indiana at least, has only just begun, and it may seem somewhat out of place to attempt to say now what form this sort of extension should take. However, there are a few libraries that have been doing something for the rural citizens for several years, in one way and another, and there are many that are taking very active steps this winter in getting books into all parts of the township. All the ideas here presented have been got from librarians who are undertaking this work.

The new impetus for township extension comes from the law passed at the last legislature (Library Occurrent, March, 1909), providing for a township tax of not less than five-tenths of a mill. The old law provided for a minimum tax of two-tenths of a mill and was not very favorably considered by library boards, as the money derived from that small levy was not usually enough to justify any very important work. The present law provides that when the library board makes known its willingness to open the library to all the citizens of the township on condition that they will assist in its support, then the township advisory board shall, upon petition of fifty taxpayers residing in the township, and owning real estate in the township not already taxed for the library, make a levy of not less than five-tenths of a mill nor more than one mill on the dollar for the support of the library. This done, the township trustee becomes a member of the board and is allowed to appoint one other person as a member.

Now what is the library going to give the township for its money? The most obvious duty is to allow all the citizens of the township to make free use of the library for reference and circulation. Before the levy is made, rural residents are usually charged from one to two dollars a year for this privilege. That is not very much, but it excludes some people, who are least able to buy and least concerned about buying books for their own use. In the case of a poor renter with a large family, a rate of two dollars a year is prohibitive. Merely opening the doors of the public library to the rural citizen on the same terms as to

the urban citizen, makes much difference. The circulation statistics go up with a jump.

Scarcely less obvious than the duty of throwing open the doors of the public library to all the citizens is that of making special efforts to accommodate the schools of the township. If there are consolidated schools, a rather large branch library should be maintained at the school building. Strictly reference books—dictionaries, encyclopedias, etc.—the school will perhaps own, but the public library will need to supplement these by sending out sets of books for "assigned reading," these sets being exchanged as often as desirable. This will, of course, be unnecessary if the school is near the library.

If the schools are not consolidated then the public library will probably maintain traveling libraries in every schoolhouse. These will be sets of from twenty-five to sixty books of all sorts; some for the teacher and the parents, some for "older brother" and "older sister," some for "little brother" and "little sister." It will be a miniature library for all the people in the district, and will contain everything from a picture book to the latest book on farm machinery and the good novel. The whole field of literature cannot be covered in one set of books, but the neighborhood will be allowed to get a new set from the main library just as often as it wishes. The whole resources of the public library will be at its disposal.

Sometimes, owing to the teachers' lack of interest or lack of time, or to peculiar local conditions, the school is not a good place for these traveling libraries. Then it is nearly always possible to get some farmer's wife to take them in, and act as librarian of the little station. This is often much better than to have them in the school, for the person who takes them is sure to be interested, as the teacher sometimes is not. Also, the school is open only five days in the week and seven or eight months in the year, while the house is always open. In one township, which is contributing to the support of the library, traveling library stations have been established in every schoolhouse, and arrangements have already been made for transferring these to a house in the district as soon as school closes. The greatest interest will be shown

in winter, but there is no reason why it should not continue to some extent throughout the year.

It is often wise to put traveling libraries in the country stores, and postoffices—anywhere possible that will make it easy for the rural citizen to get the books. All this is simply to fulfill the function of the librarian and "get the books to the people."

In one township in Indiana the librarian—who is a very efficient one with special library school training—goes out to the rural stations to talk with the people about books and to tell stories to children. Here you have a sample of the very best of library service brought to the door of the rural citizen. It may not be out of order to say, in passing, that in this township it has seemed advisable to establish all the stations outside of schoolhouses, although the school district is considered the unit.

If deposit stations of this sort are established, boxes will be necessary. These may be modeled after those in use by the Public Library Commission, which are made to stand rough usage, or they may be made in a somewhat less durable but more attractive fashion. They should perhaps answer for a bookcase in the station. The cost varies from \$1.50 to \$2.50 each.

The keeping of records is an important matter also. When a collection of books is sent out to a deposit station, the librarian's charge at the main library should show what books and how many are in the collection, when and where they are sent. Such records are most easily kept on duplicate book cards. These cards are retained in the library and charged to the deposit station, the name and date being stamped on each card with a small rubber stamp. They are kept together and filed in alphabetical order or by call number back of a guide card bearing the name of the deposit station. An alphabetical list of the books should be sent to the librarian at the deposit station for a check list and the name of the station or some distinguishing letter should be stamped or written on the back of the shelf-list card of each book sent out, in order to avoid duplication in making up the collections.

At the deposit station, the librarian is a

volunteer helper, so the work should be planned to be as simple and to take as little time as possible. With some instruction from the librarian at the main library, the assistant can easily learn to use the same charging system and will find it time saving in the end. She should also be encouraged to keep a record of the circulation of the books. Blank registration cards should be sent to each deposit station. When a person wishes to become a patron of the library he signs a registration card, which should be sent immediately to the main library. Here the name is registered, number assigned, registration card filed and reader's card made out and returned to the librarian at the deposit station. In the meantime, if the patron wishes to borrow a book, it is charged to his name on a slip. When the book is returned he receives his card, which can be used either at the deposit station or at the main library. Postage for sending the cards should be furnished by the library.

To return to the main library. Briefly, it may be the social and educational center; it may offer a pleasant reading room to which farmers will come when in town; also perhaps a conversation room; it may offer its assembly room for country club and society meetings; it may encourage the establishment of literary clubs, debating societies, Bible classes, etc.—the library may make itself the center of intellectual life of the whole township.

THE ANNUAL REPORT OF A SMALL PUBLIC LIBRARY.

The public librarian is the administrator of a special appropriation of the city's funds, and his efficiency, like that of every other official, must be judged by the continuous and willing assistance given to those who patronize his department; by the careful and intelligent bookkeeping of his office; and by the presentation of a yearly report which shall give assurance that the city is supporting an institution that is well-administered, progressive and effective. The library staff must be relied upon for a large measure of the actual service to readers and students; the librarian

has in his own hands the matter of bookkeeping, and the annual report.

The official records of the library should show the receipts and expenditures, accessions and withdrawals, registration and circulation for the current year; this information is available for the guidance of the trustees and the librarian in shaping the policy of the library. The yearly report summarizes these statistics and presents them to the consideration of the taxpayers, giving in addition a sketch of the present status and future needs of this department of the municipal machinery.

The question as to the value of an annual report is hardly worth raising, for it is universally conceded to be the best means for making the value of the library known to the citizens, and successive issues make a historical record which is of interest to every student of library progress. A manuscript report should always be submitted to the trustees; if funds do not permit the printing of a separate pamphlet, the local papers will give space for the report, usually without condensation. If it forms a part of the mayor's or the city clerk's report, the type may be lifted from the rest and the librarian's report printed as a separate.

The size of the pamphlet is usually about 6x9 inches; postal size (3x5 inches), though convenient for book lists which may be carried in the pocket, is not practical for a report, which should be of a size to command attention and be suitable for binding. The outside should be of cover-board of a good tint, either brown or gray, and should be light enough in tone to take ink well. Faddish cover-pages, gold or silver inks, fancy types and designs, are out of place on such a publication. The cover should bear the name of the library, city and state; the number of the report, dating from the first year of the library's existence; and the dates covered by the current issue. The paper used should be white and of good texture, not too spongy or too highly calendered. If the library owns a half-tone plate of the building, it is well to use it as a frontispiece; the question of illustrations must be decided by the expense entailed.

The title-page should give the same information as the cover—the name of the library,

city and state; number of report, annual or biennial; and the exact dates covered. There has been great variation in the numbering of library reports; each successive librarian has, in some cases, started a new series by numbering the report from the beginning of his term of service. Many libraries are re-numbering their reports, assuming that a verbal or written report was presented during each year that the institution has been in existence.

The verso of the title-page should give the names of the board of trustees, with their terms of service, and a list of the library staff, including the janitor. The library telephone number and the hours of opening may be given here.

The report proper will have the usual introduction. Usage has sanctioned the following form:

To the Board of Trustees:

Gentlemen—I have the honor to submit herewith the Ninth Annual Report of the Norton Public Library for the year ending September 30, 1909.

A general statement follows, showing the condition of the library, the work of the past year, and the needs for the future. Here will be information in regard to additions and repairs to the building, changes in the staff, notable accessions to the collection, and the work of the different departments or branches. If the report is extensive these should be classified, with sub-headings in heavier type.

Following this are the statistics of accessions and circulation, and a comparison of figures for the preceding year is interesting here. The grouping might be as follows:

Accessions.	1909.	1908.
Number of volumes added....
Number of volumes withdrawn
Total

There may also be a report of accessions by classes, if such statistics are kept. The circulation and registration among adults and juveniles should be given for the preceding year as well.

The financial statistics should be full enough to show the exact financial status of the library. There should be no large amount

credited to a convenient Miscellaneous or Sundries. Here again a comparison of figures for the preceding year is of value. The following form is suggested:

Receipts—	1909.	1908.
On hand Oct. 1, 1908.....
Received from treasurer
Received from fines
Received from sale of catalogs
Expenditures	1909.	1908.
Salaries
Books and periodicals.....
Binding
Heat, light and water.....
Insurance
Postage, express, freight....
Printing
Supplies
Repairs and betterments?..
Miscellaneous

This completes the report, which the librarian signs, the usual form being:

Respectfully submitted,

.....
 . Librarian.

A few words in regard to the cost of an annual report may be of service. As the cost of composition, the setting of the type, is more than 50 per cent. of the total expense of a small edition, a great saving will be effected by using the type already set up for the annual report of the various city departments. A newspaper will sometimes print the report in double columns; the type will then be in good form for printing a separate pamphlet. Illustrations and statistical tables add materially to the cost of printing; the cover is also an item of expense. Prices vary in different sections, and figures are in consequence of doubtful value. A library in a city of 8,000 to 12,000 inhabitants, should place a thousand copies of its report among the local citizens; the remaining numbers of an edition of 2,000 copies could be distributed among the libraries upon its mailing list. The library schools and training classes regard a complete set of library reports as one of the most valuable collections on their shelves. An edition of 2,000 copies of an eight page pamphlet, six

by nine inches, in eight-point type, would cost approximately \$2.00 a page. A half-tone print of the library building would probably cost from seven to eight dollars, in an edition of this size.

FLORENCE RISING CURTIS,
Instructor, University of Illinois Library
School, Urbana.

THE NEW LIBRARY OF THE INDIANA STATE NORMAL SCHOOL.

The new library of the Indiana State Normal School is now finished—a model of beauty and convenience. The contract for this building was let August 8, 1907, and was received by the board of trustees December 17, 1909, thus requiring nearly two years and a half for its construction.

The legislature of 1907 appropriated \$99,970 for this purpose, but other sums have been taken from general funds of the institution, from time to time, for enlarging the site and the purchase of stacks and furnishings, until the total cost has necessarily reached nearly \$150,000. The result is the handsomest building in the state devoted to library purposes and is a durable and magnificent monument to its system of public schools.

In planning this building five distinct purposes have been kept constantly in view: (1) safety; (2) large storage capacity; (3) comfort of the readers; (4) convenience of administration; (5) architectural beauty.

It is estimated that the 47,000 volumes now on the shelves have cost nearly one hundred thousand dollars, two-thirds of which have been contributed by the students in the form of a general fee. If the library were now destroyed, years of effort would be required to gather together such books and place them in the same usable condition, and certainly the work of the institution would be crippled for a long time, since the library has become the general laboratory, or workshop of the school. Many of the books could not be replaced at any reasonable cost, inasmuch as they are out of print and so rare as to be scarcely obtainable. These facts, as well as actual experience in the loss of one library induced the board to plan a fire-proof building.

Stone, brick, tile, cement, iron and glass are the elements of construction from foundation to roof, wood being used for finishing purposes only. The bookstacks are also of iron, steel and glass.

During the first eighteen years of the institution's existence less than five thousand volumes were collected, all of which were destroyed by fire in the spring of 1888. In the next seventeen years, to the abandonment of the quarters in the main building in 1895, ten thousand volumes were collected, more than double the number of the first period, and during the last fifteen years thirty-seven thousand volumes have been added to these, making a present total of forty-seven thousand volumes. In other words, the average yearly increase during the first period was two hundred and seventy-five volumes, in the second period five hundred and ninety, and during the recent period twenty-five hundred volumes have been annually added to the collection.

These figures show the tendency of the library to increase in a geometrical ratio and the consequent necessity of providing liberal storage room in the new building. An immediate capacity of one hundred thousand volumes and an ultimate capacity of double this number, without in any way altering the building, has therefore been provided, and with suitable accretions, the building may be made to serve the institution indefinitely. The books are now shelved mainly in a three-story stack at the north extremity of the building, having one floor on a level with the general reading-room, one below and one above. There is room for three additional stories above the tiers now in place, which will be added probably a tier at a time as occasion demands.

But the books would avail us little, if proper provision were not made for the comfort of the readers while consulting them. The large general reading-room, 60x80 feet, is therefore made the most attractive room in the building, and in position is next to the stack. It is approached from the front of the building by a wide corridor, lighted from above by a dome supported on a series of marbleized columns, and floored with noiseless cork carpet.

Below the windows on the east and west sides, shelving will be placed in the near fu-

ture for the storage of the general reference books and such books as may be drawn from the stack for temporary use by the various departments of instruction, the object being to obviate as much as possible the confusion of books in the stack and the frequent crossing of the rooms to the disturbance of the readers. The most-used books, of which there may be a limited supply, are issued over the charging desk. This is located at the end of the corridor, facing the main entrance, and thus commands all the rooms on this floor, as well as the stairways leading to the upper and lower floors.

The stack is separated from the reading room merely by a series of columns and by counters which are used for the temporary consultation of books and for the storage of maps, pamphlets and pictures. Two tiers of the stack are thus made completely visible from the charging desk, which is located on the opposite side of the reading-room, as heretofore mentioned. At each end of the stack is a hand elevator for the hoisting of books.

To the left of the stack is a small atlas room and one on the right for the temporary storage and sorting of pamphlets. To the right and left of the corridor, with entrances from the reading room, the offices and a large well-lighted periodical room are located.

Handsome stairways of marble and bronze rise from the southeast and southwest corners of the reading room to the second floor and below these are stairways to the basement.

On the second floor, occupying the front portion of the building, are two large rooms, one for the children of the practice school who are taught to make regular and systematic use of the library, and the other for the special storage and handling of fine art books, rare books and pictures. Small seminar rooms for the use of professors and advanced students occupy the sides of the building, while the corridor about the rotunda will be used as an art gallery.

In the basement, provision has been made for a lecture room, binding and storage rooms, cloak rooms and closets.

The building is heated successfully by the Paul vacuum system of steam heat and unusually well ventilated. It is also thoroughly

and beautifully lighted with electricity, including table lights on the main floor.

The meaning and purpose of this building is well typified in the dome, which sheds its beautiful soft light over the reading room. In a setting of opalescent art glass, there is, in the zenith of the dome, a reproduction in oil of Raphael's figure symbolizing Philosophy, which, in the broad mediaeval usage, included all the liberal arts and sciences. The original is found in the ceiling of the most magnificently decorated room in the world, the Camera della Segnatura in the vatican palace at Rome.

Below this figure there is a series of twenty-four wreathed medallions pierced by flaming torches, with an open book in the center of each wreath. Beneath the torches are the names of noted philosophers and educators from the earliest to the present time, including the names of six Indiana educators, which occupy the last quadrant. It seemed fitting to represent the school in this list, and on the request of the faculty and hundreds of students, Dr. Parsons's protest was overruled and his name placed in the dome, as a tribute to his long and honorable career as a student of the first graduating class and a life-time of service to the institution and the state.

On the lower part of the dome are inscriptions, beginning with an extract from the Ordinance of 1787, which gave educational freedom to the northwest, "Education shall be forever encouraged," followed by another extract from the first Constitution of the State of Indiana, 1816, "Knowledge and learning, generally diffused through a community, essential to the preservation of a free government." Attention is here also called to the Constitution of 1851, which gave "A general and uniform system of common schools," and to the act of the legislature of 1865, which established the Indiana State Normal School for the "Preparation of teachers."

Not less attention has been paid to the external than to the internal appearance of the building. The general style of architecture is Italian renaissance with ionic pilasters, built of Indiana limestone—chaste, massive, solid, and in complete accord with the purpose for which it is used. Great credit is due the ar-

chitects, Messrs. Alexander & Sons, for its excellent lines, harmonies and proportions.

The removal of the books to the new quarters was begun Saturday, December 18, and all were in place at the opening of the winter term of schools. For the transfer of the books a number of long, shallow trays had been constructed out of dry goods boxes, with strips on the sides overlapping at the ends to serve as handles. Each of these trays was loaded with six to twelve lineal feet of books and carried by two men across the street to the stacks in the new building. Of course, the books were first thoroughly cleaned, but kept in order as much as possible. Moreover, before the books were removed from the old shelves, a careful plan had been made of their arrangement in the new building. It was known just what books would occupy not only the stack and the special rooms, but also the classes of books that would occupy each range and section. The shelves having been first clearly marked, the books were carried directly to their permanent places.

ARTHUR CUNNINGHAM,
Librarian, Indiana State Normal, Terre Haute.

SUMMER LIBRARY SCHOOL.

The summer library school will be held at Earlham College again this year, the dates being June 22 to August 2. Richmond is so attractive a place in which to spend the summer that the Commission is glad to accept their invitation.

The instructors will be Carl H. Milam, director; Florence R. Curtis, head instructor; Carrie E. Scott and William M. Hepburn. Some of the special lecturers expected are: L. J. Bailey, librarian, Gary Public Library; D. C. Brown, librarian, Indiana State Library; Miss E. G. Browning, librarian public library, Indianapolis; Arthur Cunningham, librarian, Indiana State Normal; Miss Electra C. Doren, Dayton, O.; J. P. Dunn, president Public Library Commission of Indiana; Chalmers Hadley, secretary, A. L. A.; Edward C. Hertzberg, bookbinder, Chicago; John A. Lapp, legislative reference librarian, Indiana State Library; Harlow Lindley, librarian, Earlham

College, and Mrs. Virginia C. Meredith, Cambridge City.

Instruction will be given as follows: Cataloging, 20 hours; classification, 12; work with children, 10; reference, 10; book selection, 10; administration, 10; book numbers, 3; loans, 3; order and accession, 4; binding, 2. There will also be special lecturers on other library topics. During the last two weeks one or more general seminars will be held for the free discussion of miscellaneous topics.

Only those will be admitted who have had a four years' high school course, or its equivalent, and who are holding library positions, or are under definite appointment to them. No entrance examination will be required.

Those who do satisfactory work and pass the final examinations will be granted a certificate by the Public Library Commission. All who receive these certificates and continue work at Earlham College will be granted one and three-fifths credit by the college authorities.

Tuition for the six weeks is \$10, payable to the college treasurer. Room and board in Earlham Hall will cost \$25 for the six weeks' term.

For application blanks and further information address Carl H. Milam, secretary, Public Library Commission, State House, Indianapolis.

INDIANA LIBRARY ASSOCIATION PLACE OF MEETING.

The executive committee of the Indiana Library Association has had before it invitations from three cities of the state, to hold its annual meeting for 1910, from Terre Haute, Elkhart and South Bend. Ever since 1905, when the custom of meeting at least every second year outside of Indianapolis was begun, the librarians of the northern part of the state have been urgent in their request that the association should visit them, see what they are doing and give them the benefit of the inspiration and the publicity which a meeting of the association naturally brings. This seemed only just, and in view of this, Mrs. Hughes, a member of the committee, graceful-

ly yielded her claim for the present, and the decision remained between the two northern cities. After hearing of the invitation from South Bend, Miss Corwin also withdrew her request and South Bend is the approved place of meeting.

The trustees in their invitation speak of South Bend as a "convention city" and state that "the unexcelled hotel accommodations, excellent transportation facilities, both steam and electric, and the many points of interest both in and about the city have all helped to give it the reputation it enjoys. The proximity of Notre Dame University and Saint Mary's Academy, with their valuable libraries, the extensive library and museum of the Historical Society, the formative plans for the consolidation of the sixteen school libraries with the public library, and also the libraries in connection with several of the manufacturing establishments might prove of special interest to the Association."

The time of the meeting has not been decided, but in all probability it will be at the usual time, the third week in October. This early announcement is made to give ample time for the local committee to make arrangements, and allow others to make their plans so as to permit for attendance at that time. The good of the association requires a large attendance and the active interest of every librarian in these annual meetings. The northern counties will certainly approve of the selection of the place of meeting by attending in large numbers.

Although a joint meeting is not anticipated, owing to the proximity of South Bend to Chicago and to many libraries in Southern Michigan and Eastern Illinois, an invitation will be extended to librarians in these sections to participate with us in this meeting.

WILLIAM M. HEPBURN,
President.
ORPHA MAUD PETERS,
Secretary.

LIBRARY TRUSTEES' MEETING.

The first regular meeting of the Library trustees' association will be held in Room 12, State House, Indianapolis, on March 30-31,

1910. There will be four sessions, beginning Wednesday afternoon. The topics selected for discussion are "Organization of the library board," "How shall the school board manage the library under its control"; "Township extension," and "Library legislation." Judge C. C. Hadley of the Appellate Court, will give the address on library legislation.

The program will include also one address by a librarian of national prominence, and a reception by the Indianapolis library club.

INSTITUTE AT HUNTINGTON.

A library institute was held at the public library at Huntington on the 14th of December. The attendance consisted of eleven librarians and assistants and five trustees. The topics discussed were book buying, binding, special work with factory employes, work with schools, statistics and township extension.

NEW PUBLICATIONS.

Public Officials Magazine.

A new state periodical made its appearance in January that deserves the notice of librarians. It is called "The Public Officials Magazine," and its purpose is to treat all subjects of interest to Indiana local and state officials. The January number includes the following articles, among others: Officeholder a servant, Governor Marshall; Indiana stone, A. F. Zearing; Effects of uniform accounting in public offices, Hon. L. G. Powers; Public accounting law, W. A. Dehority; Economy of preserving the health of school children, Dr. J. N. Hurty; several articles on good roads, and many miscellaneous notes. The February number is as good as the January. Both have a noticeable preponderance of articles on road building, and of advertisements of road building materials and machines. There are many fairly good illustrations.

The magazine is published monthly by the Public Officials' Magazine Co., Board of Trade Building, Indianapolis. The subscription price is one dollar.

Indiana. Andersonville monument commission. Report of the unveiling and dedication of Indiana monument at Andersonville, Georgia. 128 p. il. por. pl. Indianapolis, Burford, 1909.

The legislature in 1907 provided for a commission to superintend the erection of an Indiana monument in the national cemetery at Andersonville, Georgia. This document is made up of the speeches delivered at the dedication in 1908, a list of the Indiana soldiers who are buried there, a report of the work of the Commission, and a few articles of historical interest. There are many splendid full page illustrations.

WANTED.

The librarian of the Gary Public Library wants copies of *Educator-Journal* as follows: Vol. 1-8; vol. 9: 1 (S. 08), 8 (Ap. 09), 11 (Jl. 09). Anyone having extra copies of these to dispose of, will please write to Mr. L. J. Bailey, public library, Gary, Indiana.

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At the meeting of the League of Library Commissions in Chicago, during the first week in January, the editor of the A. L. A. Booklist made a plea for the reading of the notes in the Booklist. She said that a good many

librarians thought that anything included in the list was worth buying, while, as a matter of fact, it is never safe to buy from the list without first reading the note about the book. The books included are no longer just those suited to small libraries. Much time is spent in preparing these notes so that each librarian may know just which books are suited to her needs.

THE QUESTION OF STRATEMEYER BOOKS FOR BOYS.

Good Points: Characters held up for admiration are moral; wicked are punished and virtue is rewarded; not sensational to any great degree; though the grammar is poor, there is comparatively little slang and no vulgarity.

Weakness: Crude in style and plot; contain nothing which appeal to a boy's finer feelings; give false views of life; hero achieves success too quickly and by chance rather than effort; most of the characters either heroes or villains; very little value in the travel element.

Summary: Best reason for excluding from public library—the fact that there are many other boys' books which have greater literary merit and are truer to life and at the same time as interesting.

—Wisconsin Library Bulletin.

PERSONALS.

The Public Library Commission has lost by resignation Miss Georgia H. Reynolds, librarian of the traveling libraries since 1902. Miss Helen Davis, an assistant in the cataloging department of the University of Illinois, but formerly a resident of Indianapolis, has been appointed as her successor.

On December 31st Miss Harriet J. Dodson resigned her position as assistant cataloger and stenographer in the State Library.

Miss Jessie Kerr has been appointed librarian at Union City, to succeed Miss Mina Harris, resigned.

The library profession lost from its ranks in February Miss Grace Maddox, who for sev-

eral years has been librarian of the Montpelier public library. She has resigned to take up another line of work. Mrs. Pearl Watts of Montpelier has been appointed to succeed her.

Miss June V. Deming has been made librarian of the Sullivan public library.

Miss Pettijohn has been appointed librarian at Westfield, succeeding Miss Grace Pinkham, resigned.

Miss Nellie C. Brown has been appointed assistant in the Laporte public library.

Mr. A. J. Dipboye has succeeded Miss Carrie Ong as librarian of the Columbus public library. Miss Ong will continue her college work at the University.

Miss Anne D. Swezey has been elected librarian of the East Chicago public library.

The library board at Grandview has elected G. W. Powell librarian of the public library, to succeed Charles T. Baker.

NEWS OF INDIANA LIBRARIES.

Auburn.—At a meeting held early in February, the Auburn library board received a deed for the library lots, and a check for \$20,000 for the library building, both from Mr. Charles Eckhart. The building will be started about the first of April and will be constructed with all possible haste.

Boswell.—The city of Boswell has recently established a library and appointed a library board. A room has been secured, and with the help of traveling libraries from the Commission and what will be given by local citizens, they expect to open up the library within a few weeks.

Corydon.—The Corydon library association met on January 10, and elected officers. Mr. Harry F. Kepner was re-elected president.

East Chicago.—The library at East Chicago was opened to the public on March 1st. They have supplemented what books have been given and the few hundred that were bought, with several traveling libraries. The library is in a room of the City Hall.

Elkhart.—The report of the Elkhart public library shows a circulation of 67,174 volumes among 5,880 borrowers. The total number of

volumes now in the library is over 16,000; number added this year, 1,577.

Evansville.—An effort is being made by a committee of the West Side Business Association to secure money from Mr. Carnegie for two branch library buildings.

Gary.—The Gary public library had on December 1, 1909, 1,755 borrowers, and 5,225 books in the library. The circulation for the past year was 28,919 volumes.

Hartford City.—At a recent meeting of the Hartford City public library board, it was voted to establish branch libraries in the country schools throughout the township. Twenty-five to thirty books will be sent to each place and exchanged as often as necessary. The board also extended to high school teachers of history the privilege to take out fifteen books for two weeks for use of the high school classes.

Lagrange.—A public meeting for the discussion of the library question was held at Lagrange on February 11. The Secretary of the Commission outlined the work of a public library and a method of organization, and answered many questions concerning the expense of a library, conditions of a Carnegie gift, etc. Clarence C. Gilhams presided. Before the meeting closed a resolution was passed calling upon the town board to pass a library ordinance and accept a Carnegie gift if one could be secured. The heirs of the late Solomon Rose, acting through Leon Rose, have offered to purchase a suitable site and donate it to the city if a building is to be erected.

Mr. Rerick, editor of the Lagrange Standard, has carried on one of the most vigorous newspaper campaigns for the library that has yet been seen in Indiana.

Lebanon.—The circulation of the Lebanon public library "has nearly doubled this year," averaging 95 daily some months. The total number of volumes in the library is about 4,300, and the number of borrowers 2,240. A rental collection of modern fiction has been put in and is helping to satisfy the demand for that class of books. The library building is being improved and redecorated.

Marion.—The Marion public library has decided to start a pay-duplicate collection of modern fiction. The members of the First Christian Church have presented the public

library with a collection of books on religious topics. The total circulation of books for 1909 was 59,276; volumes added, 952.

Montpelier.—Anticipating the money which is to be received from the township in June, the Montpelier public library has sent out traveling libraries to every country school house in the township. The teachers from some schools reported that not a single book out of the fifty received remained on the shelf at the end of the first week.

North Manchester.—The public library board at North Manchester is expecting to receive a gift of \$10,000 or \$12,000 from Mr. Carnegie for a library building. A public meeting was held there on January 7 and the advisability of meeting Mr. Carnegie's requirements was discussed. The Secretary of the Commission was present and urged them to secure a building if possible. Two lots have been offered for a site by public spirited local people. The public library was organized a year or two ago and is now located in a very small room in the City Hall.

Pierceton.—A reading room has been opened at Pierceton, through the influence of the young men and women of the town.

Seymour.—The Seymour public library reports for 1909 (including also December 1908) a circulation of 4,120 volumes; accessions, 384 volumes; number of borrowers, 2,122; total expenditures, \$1,491.37.

Spencer.—The public library at Spencer received a Christmas gift from Miss Mary E. Ahern, editor of Public Libraries, consisting of Appleton's Cyclopaedia and other miscellaneous books.

Whiting.—The librarian of the public library at Whiting has just completed making arrangements to have Miss Hollinger, a kindergarten teacher, conduct a story hour for the children each week at the library.

"One of the most joyful experiences of my life came to me some years ago when I read Bob, Son of Battle, with the unknown name Alfred Ollivant on the title page. It was worth wading through tons of trash to find such a jewel."—Phelps, Essays on Modern Novelists.



